

**DEPARTMENT OF ADMINISTRATIVE SERVICES
AGENCY PROMOTIONAL OPPORTUNITY
Maintenance Supervisor 2 (General)
BUREAU OF PROPERTIES AND FACILITIES MANAGEMENT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current Department of Administrative Services employees on the current Maintenance Supervisor 2 examination list or those having held permanent status in the class.

Location: 990 Prospect Ave., Hartford, CT

Job Posting No: 00004221

Hours: 37.5 hours per week

Salary: TC-22 \$56,166.00 - \$73,454.00

Closing Date: August 6, 2014

Eligibility Requirement: Candidates must meet the minimum General and Special Experience for this classification. Department of Administrative Services employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position Information: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs some of the more skilled duties involved; may make plans and cost estimates of work to be done; performs related duties as required.

In addition to the above, the incumbent will be solely in complete charge of the 990 Prospect Ave. physical plant, mechanical equipment and grounds, including but not limited to temperature control; act as liaison with the Connecticut Historical Commission on all exterior building projects; and will provide 24/7 emergency response.

Knowledge, Skills and Abilities: Considerable knowledge of modern methods and equipment involved in the trade indicated by the parenthetical of the class; considerable knowledge of relevant State and national codes and regulations; considerable interpersonal skills; considerable oral and written communications skills; skill in performing technical duties of the class; considerable ability to read and interpret specifications, blueprints, and sketches; ability to utilize computer software; supervisory ability.

General Experience: Six (6) years experience in the maintenance and repair of buildings.

Note: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted on a year for year basis.

Special Experience: Four (4) years of the General Experience must have included performing skilled tasks in either the maintenance and repair of buildings or the military experience reference above.

Note: For State Employees the Special Experience is interpreted at or above the level of Skilled Maintainer.

Preferred Experience: In addition to the above requirements, the preferred candidate will have two (2) or more years experience supervising a crew of four (4) or more trades people, residential staff and/or skilled maintainers in the maintenance and repair of buildings; and two (2) or more years experience working with State purchasing policies and procedures. The preferred candidate will also have experience in building restoration and specialized landscaping, dealing with volunteer organizations and coordinating events.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an HR-12 Application for Employment, copies of their last two performance appraisals, and attendance records for the past two years no later than the close of business on August 6, 2014 to:

**Timothy J. Geary
Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, CT 06107
FAX (860) 622-4922**

Note: This position will be filled in accordance with all reemployment/SEBAC rules. Due to a large expected response we are unable to confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.